



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT

June 30, 2016

**Closing Date: July 7, 2016**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on July 8, 2016).

**Title: PUBLIC SCHOOL PROGRAM ADVISOR**

**Position Number: 2208-2764**

**Grade: C122**

**Federal Programs**

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### **DUTIES:**

This position will work under the supervision of the Director of Federal Programs and Title I Coordinator. This position will be responsible for the overall implementation of assigned Title I projects for the ADE, with the goal of ensuring ADE's compliance with the Elementary, Secondary Education Act (ESEA); provide technical assistance to assigned Title I sites regarding Title I regulations and program implementation for school wide and targeted assisted programs, program evaluation and conducting needs analysis to support the implementation strategies; make periodic on-site visits as requested; collect, organize and compile information necessary for project reports, intervention activities and program performance; provide appropriate in-service training as needed and requested by districts and schools; perform other duties as assigned by the Title I Coordinator/Director of Federal Programs.

### **SPECIAL REQUIREMENTS:**

Successful applicant must possess a current Arkansas educator's license; or hold an expired standard Arkansas educator's license; or a standard out-of-state license and is eligible for a one-year provisional license and a standard license in Arkansas; master's degree in Administration preferred; position may have regular contact with State/Federal agencies, Arkansas school district administrators, ADE agency staff/personnel, parents and the general public. Considerable knowledge of Title I regulations, including a general knowledge of the provisions, requirements and vocabulary of ESEA; ability to design and provide equity-sensitive technical assistance; analyze, interpret and apply laws and regulations; use a broad array of technology for project development; establish and manage department priorities, processes and procedures; work independently; establish and maintain appropriate project deadlines; manage multiple projects; work with a variety of individuals and groups; communicate effectively orally and in written form; exercise sound judgment; and travel to various locations.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in education, public school administration, or related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [Arkansased.gov](http://Arkansased.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.